



**CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
HEADQUARTERS GROUP VII, OHIO WING  
PSC BOX 10367, WRIGHT-PATTERSON AFB, OH 45433-5361**


1 November 2000

**MEMORANDUM FOR ALL GROUP VII PERSONNEL**

**FROM: CC**

**SUBJECT: Reports and Suspenses (CC-010)**

1. National and wing require various reports throughout the year. It is the responsibility of the unit commander to ensure all required reports are sent on time. For those reports submitted directly to wing and higher headquarters, a copy will be sent to group for its records. All other reports will be sent directly to group.
2. There will be occasions when a unit will receive a tasking (suspense) from wing or group. These suspenses are needed to answer a higher headquarters tasking and all unit commanders are expected to submit the required information by the suspense date. Wing suspenses should come through the group before being sent to the unit. However, in those cases where a unit receives a direct suspense from wing, the unit will answer directly back to wing, with a copy to group.

  
MICHAEL K. HOOD, Lt Col, CAP  
Commander